



## Volunteer Agreement

Thank you for your willingness to serve as a volunteer for the Carthage Central School District. The purpose of this Agreement is to establish expectations for Volunteers, which will help ensure that effective educational activities take place in a safe, secure, and welcoming environment.

I understand and agree to all of the following provisions while volunteering in the Carthage Central School District.

1. I will check in at the buildings Main Office when I arrive at school, as only authorized individuals are allowed on school grounds.
2. I recognize that at all times I serve under the direct supervision of the Carthage Central School District.
3. I will wear a volunteer or visitor badge at all times when volunteering in the school, on school grounds, or in the course of volunteering at any Carthage Central School District activity.
4. I will immediately report directly to a staff member in charge, Building Administrator, or Superintendent any information disclosed to me concerning a child's safety.
5. I will notify in a timely manner a staff member in charge, Building Administrator, or Superintendent of any potential student disciplinary issues. I will seek the aid of school personnel in the case of serious discipline problems, suspected mental health problems, or drug/alcohol problems.
6. I am responsible for knowing and following all Carthage Central School District policies while volunteering.
7. I will not harass or discriminate against any student, staff member, or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disabling condition, sexual orientation, or social or family background.
8. I will respect the confidentiality of any student or staff member information that I have access to in the course of my volunteer work.
9. I may not disclose student or staff information provided to me to anyone other than the staff member, Building Administrator, or Superintendent with whom I am working. Should I inadvertently acquire any such information through the use of Carthage Central School District technology, or any other means, I understand that this fact must be reported immediately to a Carthage Central School District Administrator.

10. I understand that prior to serving as a Volunteer, or at any time during my service as a Volunteer, the Carthage Central School District may seek or conduct a background check on me for any reason. This background check may include obtaining a report from a reporting agency that may include information concerning my criminal history. By providing the information requested and signing below, I consent to the Carthage Central School District conducting a background check. I further agree to provide any additional information that may be necessary in order that the Carthage Central School District can seek or conduct such background check. Any falsification on this form may result in consequences up to and including termination of the volunteer relationship.
11. I understand that the District reserves the right to decline my volunteer service at any time.
12. I understand that I am expected to be familiar with the school building's fire evacuation, building evacuation, and lockdown procedures.
13. I understand that I am not authorized to drive Carthage Central School District vehicles or to transport children, staff or school guests in my own vehicle unless I have complied with the requirements of the District.
14. I understand that the Carthage Central School District cannot and will not grant permission for me to communicate with a student outside the regular school day. Any such permission can only be granted by the student's parent/guardian.

Male       Female

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
Emergency contact (name and telephone number)

**FOR OFFICE USE:**

\_\_\_\_\_  
Signature of Principal/Administrator Authorizing the Volunteer

\_\_\_\_\_  
Date

Volunteer Event/Assignment: \_\_\_\_\_